

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	FOOD SUPPLEMENT PROGRAM MANUAL	
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110.1 Purpose

Maryland Human Services Article §5–501 requires that if a household includes an individual who is at least 62 years old and receives a federally funded Food Supplement Program benefit in an amount less than \$30 per month, the State shall provide a supplement to increase the total benefit to \$30 per month.

111.2 Process

Beginning October 1, 2016, the supplemental benefit automatically posts as **cash** to the customer's Electronic Benefits Transfer (EBT) account. Customers do not need to complete a new or separate application to apply for the supplemental benefit.

- A. At the end of each month, CARES identifies households eligible for the Minimum State Supplement (MSS) and determines the total amount of State Supplement benefits each household is eligible to receive for the **next calendar month**.
- B. On the first business day of each month, the eligible households receive their State Supplement benefits in their EBT account.
- C. Until further CARES programming can be finalized, the MSS benefit is available as a cash benefit on the customer's EBT card.
- D. Customers are provided information on how to access the cash.

111.3 Special Circumstances for Case Processing

Case managers **must not** complete processing of an underpayment (BEG) for FSP on the last business day of the month. (Attached below is a table of CARES month end dates.)

- Case managers must wait until the following business day to complete underpayment BEG actions for these households

Example: Beginning on September 30, 2016, Xerox and the FIA Bureau of Systems Development and Management ran queries to identify any MSS cases that were processed as underpayments (BEGs), canceled those actions and reprocessed them the next day.

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CARES Month End Dates from September 2016 thru December 2017

CARES Month End Date	Day of the Week
September 30, 2016	Friday
October 31, 2016	Monday
November 30, 2016	Wednesday
December 30, 2016	Friday
January 31, 2017	Tuesday
February 28, 2017	Tuesday
March 31, 2017	Friday
April 28, 2017	Friday
May 31, 2017	Wednesday
June 30, 2017	Friday
July 31, 2017	Monday
August 31, 2017	Thursday
September 29, 2017	Friday
October 31, 2017	Tuesday
November 30, 2017	Thursday
December 29, 2017	Friday